



PLATTING

All **plats** or subdivisions of land in the City of Richfield must be approved by City Council resolution. Applicants must submit preliminary/final plats to the Community Development Department for processing. In many instances preliminary and final plats are processed and acted upon by the Council simultaneously; however, the City reserves the right to process them separately.

In cases where platting requirements result in an unnecessary hardship and failure to comply with said requirements does not interfere with the purpose of the regulations, a **subdivision waiver** may be granted (see subdivision waiver handout for additional information).

PLANNING & ZONING RICHFIELD COMMUNITY DEVELOPMENT DEPARTMENT

6700 PORTLAND AVE.
RICHFIELD, MN.
55423

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FAX (612) 861-8974

www.cityofrichfield.org

Information required on preliminary plat:

- Date, title, scale, north arrow.
- Location of existing property and section lines, streets, buildings, water courses and other existing features.
- Existing and proposed centerline and paved area of any adjacent right-of-way.
- Location of ingress and egress to the platted area, including existing and proposed driveway locations.
- Location of nearby driveways, street intersections and access points onto public roadways in the vicinity of the plat.
- Proposed location and dimensions of streets, right-of-way, lots, property lines and easements.
- Proposed building footprints, setbacks, parking lot layouts and aisle configuration.
- Existing sanitary and storm sewers, water mains, culverts and other underground structures within the tract or immediately adjacent, including but not limited to the outlet for and means of disposal of surface waters from the proposed platted area.
- The title under which the proposed subdivision is to be recorded and the name of the subdivider platting the tract.
- The names of all adjoining subdivisions or a description of unplatted areas.
- Topography
- Any adjacent streets and/or public right-of-way

Additional information required on final plat (submit two mylar copies and one 8 1/2" x 11" reduction):

- Signature lines for City Manager and Mayor.
- Final plat showing proposed lots and blocks.

CITY CODE
SECTION 500

MN STATUTES
462.358, 505.02-.03

1/2017

Process:

1. An application for plat review is submitted to the Community Development Department. Applications are available on the city's website or at City Hall.
2. The preliminary plat is reviewed by the Administrative Review Committee (ARC). ARC is made up of staff members from different city departments who review the request for compliance with applicable codes and standards and for the possible effects the request may have on city services or adjacent properties. ARC members may request additional information and/or ask changes to be made to the proposal prior to the application being placed on an agenda.
> ARC meets on Thursdays at 10:30 a.m. Applications are due one week before the ARC meeting.
3. The preliminary plat is also reviewed by the City Attorney, Hennepin County and the MN Department of Transportation (when applicable). The County and MnDOT are allowed 30 days to review the preliminary plat.
4. The applicant submits the required fee and any additional information and/or changes to the application as required by any of the above-mentioned reviewing bodies.
5. All applicable items must be submitted for the application to be considered complete.
6. Once the two mylar copies and reduction are submitted, a public hearing before the City Council will be scheduled. **Applications must be submitted at least 28 days before the scheduled Council meeting to be considered for the agenda. The Council meets the second and fourth Tuesday of every month.**
7. Following Council approval, staff will return one signed mylar copy of the final plat and a certified copy of the Council resolution to the applicant. The applicant is responsible for recording the plat with the County. In accordance with State Statute, plats must be recorded **within 30 days** of approval.

Application Fee:

The fee for plat review is as follows:

Preliminary Plat = \$500.

Final Plat = \$250.

This is a guide to the most common questions and problems. It is not intended nor shall it be considered a complete set of requirements.